



## **Closing Workshop**

### **Capacity Building System for Not-for-profits in Ho Chi Minh City**

Initial Results, Lessons Learned and Next Steps for the Project

12 December 2014

#### **Introduction**

Since January 2013, the LIN Center for Community Development (LIN), in partnership with the Social Development Training Centre (SDTC) and Gail Nordheim, an international expert in non-profit organizational development, are implementing a two-year project, funded by Irish Aid, to build the capacity of Vietnamese Not-for-Profit Organizations (VNPOs) in Ho Chi Minh City.

The project set out to provide the participating VNPOs with the information and support they need to successfully manage their organizations. As many VNPOs are relatively new, with limited resources and little or no experience in not-for-profit administration, the project sought to provide education and support in a way that is clear, practical, and readily applied in HCMC. The model was designed to be sustainable and replicable elsewhere in Vietnam.

Project components included:

- A core group of 27 VNPOs volunteered to participate in the project.
- Ten organizational development toolkits were created, covering ten capacity areas: Governance, Financial Management, Fundraising, Human Resources, Volunteer Management, Strategic Planning, Action Planning, Program Evaluation, Risk Management and Communications.
- Workshops on each capacity area, led by a subject area expert
- One-on-one expert consultation
- Peer roundtables
- Use of Internet and social media to expand availability of resources and promote communication among VNPOs (launch of two websites: [www.VietnamCauses.org](http://www.VietnamCauses.org) and [www.BlueBees.org](http://www.BlueBees.org))
- Small grants to VNPOs to support capacity-building work

As we conclude this two-year project, the LIN team would like to share our experience and receive feedback and suggestions from peer organizations and stakeholders to help us plan and prepare for next steps.

#### **Workshop Objectives:**

- Provide preliminary information on outputs, outcomes and lessons learned
- Disseminate tools and resources that were developed during the project to organizations that might find them to be useful/relevant to their own work.
- Receive feedback and advice on next steps for the project.
- Discuss the potential for replicating this approach in other parts of Vietnam.

**Format:** Workshop

**Audience:** 60 to 80 representatives of NPOs, INGOs, Donor Organizations, Government Officials and Local Media.

**Date/Time:** 12 December (Friday) / 8:00am to Noon

**Location:** Nhà khách Quốc Hội (165 Guest House)  
165 Nam Kỳ Khởi Nghĩa, Ward 7, District 3, HCMC

**RSVP:** [NPO@LINvn.org](mailto:NPO@LINvn.org), 08-3512-0092 (Ms. Trong)

## Agenda

Start Time	Topic	Presenter
8:00am	Registration (coffee/tea will be available)	
8:30-8:40am	Welcome	Project Partners: LIN, SDTC, Gail Nordheim
8:40-9:00am	Rationale & Overview of the Project	Mr. Pham Truong Son, LIN Deputy Director, NPO Liaison
9:00-9:30am	Evaluation of the Project	Mr. Nguyen Duc Tam, External Evaluator
9:30-9:45am	Feedback from Stakeholders	Video/Infographic
9:45-10am	Q&A	Mr. Pham Truong Son, LIN Deputy Director, NPO Liaison
10:00am	Tea Break	
10:20-10:35am	Proposed Next Steps	Mr. Pham Truong Son, LIN Deputy Director, NPO Liaison
10:35-11:30am	Breakout Discussion  Four small groups will discuss different next steps:  1. E-Learning / Certificates 2. Narrow the Gap 3. BlueBees 4. Vietnam Causes (LIN, Where Are We Going?)	Facilitated by LIN Team
11:30-11:45am	Appreciation of 27 VNPO Project Partners - Presentation of Certificates - Grant to Most Engaged NPO Partner in Year 2 - Photo	Mr. Pham Truong Son, LIN Deputy Director, NPO Liaison
11:45am-Noon	Closing Remarks	